

WEST CLERMONT LOCAL SCHOOL DISTRICT

Merwin Elementary School Wireless Network Solution

SUBMIT PROPOSAL TO:
West Clermont Local School District
ATTN: Lawrence Parece
4350 Aicholtz Road, Suite 220
Cincinnati, OH 45245
(513) 943-5094

**DEADLINE DATE: March 16, 2018
3:00 p.m. Eastern Daylight Time**

Offeror (Company)	Address	City	State	Zip Code
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Signature of member authorized to sign for firm (Title).
(I certify that I have proposed according to the
specifications and conditions of this proposal).

Doing Business under the Company Name of:

Telephone Number with area code

Facsimile Number with area code

Proposal must be submitted in a sealed envelope with the
outside marked: **Proposal No. 2018_01 - Merwin
Elementary School Wireless Network Solution** Include
Offeror name and address.

This Request for Proposal (RFP) is being issued pursuant to the Second E-Rate Modernization Order. West Clermont Local School District is soliciting proposals for a wireless network solution for Merwin Elementary School. Every proposed solution should meet all eligibility requirements for E-Rate Category 2 funding.

PROPOSAL FORMAT

Proposal should be as thorough and detailed as possible so that the West Clermont Local School District may properly evaluate the capabilities of respective firms to provide the required services. Proposal should be concise and supply the following information in tab format:

- A. Statement of the Offeror's understanding of the work to be performed.
- B. Brief description of the size and organizational structure of the Offeror's business.
- C. Information about the Offeror's background and experience relative to this project to include history, qualifications, proof of USAC issued Provider Identification Number (SPIN), and any information the Offeror may deem pertinent to the project.
- D. Full description of proposed solutions being offered to include complete network diagram of each proposed solution, completed spreadsheet of costing, special considerations, and alternative design options (if applicable).
- E. Business References as described below, including but not limited to references for work completed of similar size and scope within the past 24 months.
- F. A statement of concurrence with all state regulations regarding payment of wages on public projects and to supply the District with documentation to substantiate compliance.

SCOPE OF SERVICES

West Clermont Local School District is accepting proposals for installation and maintenance of an enterprise-class, centrally manageable wireless network at **Merwin Elementary School, located at 1040 Gaskins Rd., Cincinnati, OH 45245**. The students at Merwin Elementary School use wireless computing devices as a significant part of their daily instruction, and significant growth is planned for the coming years. The current wireless network will be more than 5 years old in the summer of 2018 and cannot support current wireless communication standards.

The respondent's proposal should include all necessary components to create a fully functional wireless network, providing centrally managed, highly available, high density wireless coverage to all classrooms and community workspaces within both buildings on the property.

The new service is planned to begin no later than August 1, 2018 to allow the school district to prepare for the start of the 2018-2019 school year.

Description of Proposal

Respondent will provide a description of their proposal for wireless coverage. The description will include an overview of the proposal, any deviations from the requested architecture, design or requirements, assumptions made, other detail West Clermont Local School District may find useful or necessary (or could use to differentiate the solution from a competing proposal).

Service Level Agreement

The respondent will provide a proposed Service Level Agreement (SLA) with the RFP response, including but not limited to proposed maintenance services and service levels/frequency.

Network Standards

Each response should include a full description of the manufacturer equipment to be used in the proposed solution, including part numbers and standards compliance for each unique part number. Preference will be given to the most current product offerings at the time RFP responses are due (found later in this document). Preference will be given to those respondents providing the district with options for substituting submitted model numbers with the latest available equipment at the time of installation.

Network Diagram

For each response, respondents must include network diagrams displaying both physical and virtual connectivity serving each data closet and endpoint.

References

Preference will be given to respondents providing 3 or more references from current or recent customers with projects equivalent to the size, type and scope of Merwin Elementary School.

Required Notice to Proceed and Funding Availability

West Clermont Local Schools will follow the purchasing policies of the West Clermont Local School District Board of Education and requirements and procedures of the FCC's E-rate program as administered by the Universal Service Administrative Company to be eligible for all available funding. The implementation of any associated contracts resulting from this competitive bid process will be dependent on the district's issuance of a written Notice to Proceed. E-rate funding notification alone will not signify Notice to Proceed. The district will have the right to allow the contract to expire without implementation if appropriate funding does not come available.

All responding vendors must be a registered vendor with USAC and have a USAC issued Service Provider Identification Number-SPIN.

Notes:

1: **Timing of build:** All bidders are advised to commit to an initial roadmap for rollout of their solution based on the E-rate and District timeline. The roadmap should include all steps towards deployment and “go live” of all components within this RFP. Any risks or contingencies on the timing should be clearly highlighted in the response.

3: **Requirements:** Preference will be given to bidders who can provide the highest level of compliance to all requirements laid out in this document.

4: **Terms and conditions:** Preference will be given to bidders that provide the most favorable conditions for implementation and ongoing service. These elements include (but are not restricted to): cost, length of contracts, technical SLAs, flexibility in timing of scheduled work, etc. This also includes the willingness to allow district to pay in installment payments.

5: **Service Reliability:** Preference will be given to bidders that provide a favorable SLA for the district and have a robust service infrastructure and documented history of service reliability. This includes factors such as: familiarity with district infrastructure, shorter guaranteed response times for service outage repairs; proximity of authorized repair technicians to the district facilities; available stock of replacement material to complete repairs; etc...

6: **Turn-key solution:** The district has a clear preference for providers who can offer a “bundled” holistic, all-in-one solution and effort required by the district before, during, and after installation is minimal. Therefore preference will be given to bidders who offer all services independently as a complete package including the installation and maintenance of cabling, uninterruptable power equipment, switching equipment, and wireless network equipment, as well as both scheduled and unscheduled maintenance.

7: **Fiber optic solutions:** Preference will be given to solutions based on fiber optic technologies, as the district believes that this will provide maximum future scalability. Bidders are encouraged to outline how fiber optic solutions could be scaled into the future.

8: **K-12 References:** Preference will be given to bidders who are able to demonstrate a track record of successfully working with K-12 school districts to provide high-quality, affordable solutions and exemplary ongoing service. Bidders should be able to provide access to up to 3 references as part of the evaluation process as part of this response.

Timeline

- For each response, respondents must include a timeline for all stages and portions of the project. Preference is given to responses with a service start of August 1, 2018. All timelines will be considered and evaluated based on these preferences.
- About February 21, 2018: Release of Request For Proposal to vendors via EPC Portal.
- March 2, 2018: Questions must be submitted on or before this date to Lawrence Parece via mail at parece_l@westcler.org
- March 16, 2018: RFP responses are due.

MEEMIN ELEMENTARY

